

## **Minutes of the Health & Human Services Committee**

### **Thursday, October 7, 2004**

Chair Stamsta called the meeting to order at 8:35 a.m.

**Present:** Supervisors Duane Stamsta (Chair), Joe Griffin, Andy Kallin, Bill Kramer, Jim Jeskewitz and Sandy Wolff. **Absent:** Supervisor Hank Carlson.

**Also Present:** Veterans' Services Director John Margowski, Senior Services Director Cathy Bellovary, Administrative Services Manager Russ Kutz, Health & Human Services Director Peter Schuler, Senior Financial Analyst Andy Thelke, Adolescent & Family Services Manager Pat Voss, Intake & Support Services Manager Antwayne Robertson, Deputy Health & Human Services Director Don Maurer, Child & Family Services Manager Jesus Mireles, Legislative Policy Advisor Dave Krahn, Chief of Staff Lee Esler, Office Services Coordinator Windy Jicha, Senior Financial Analyst Clara Daniels, Senior Analyst Steve Krafcheck.

#### **Schedule Next Meeting Dates**

- October 8
- October 14 – This meeting has been cancelled.
- October 28

#### **Chair's Executive Committee Report of 9/13/04**

The Executive Committee discussed and considered two ordinances to amend Waukesha County Code of Ordinances to increase the membership of the Airport Commission, the 2005 – 2009 Capital Projects Plan, Resolution 159-R-009: Adopt Positions on the 2004 Wisconsin Counties Association Resolutions and approved two appointments.

#### **State Legislative Update by D. Krahn**

Krahn reported that the legislator is not in session at this time. They will return to session on November 2, 2004.

#### **Discuss and Consider the 2005 Operating Budget for the Veterans' Services Department**

Margowski discussed the Veterans' Services Department budget including: mission, financial summary, position summary, objectives and achievements. Revenues for the 2005 budget are \$249,204 while expenditures total \$13,000. The 2005 tax levy is \$236,204, which is an increase of \$2,000 or 0.85%. He reviewed budget and program information of Veterans' Information Assistance and Veterans' Service Commission.

In the Information Assistance program, personnel costs decrease by \$3,055 or 3.5% for the existing 3.7 FTE positions primarily due to an insurance benefit changed elected by an employee, which is partially offset by increasing costs to continue the existing staff positions. In this program, operating expenditures are budgeted at \$35,873, which is an increase of \$9,468. This increase is mostly due to the transfer of \$4,500 of printing and copy costs from interdepartmental charges. Also, \$2,080 is budgeted to fund the purchase of a digital projector to be used for Veterans' Services Power Point presentations. The grave markers and flags are budgeted to increase \$1,590 or 10.9% due mostly to anticipated price and volume increases. The major expenditure item in this program area is the replacement and addition of new gravesite flags, flag holders and mini medallion markers which cost an estimated \$16,088 which is more than half of the operating expense appropriation. General government revenues of \$13,000 are state reimbursement for the county department veterans' services officer, which continues to be budgeted and paid at the same level since 1998.

Margowski commented on the future of the state grant funds his department receives. While the amount is meager, it does help the county's veterans. Margowski said he has heard that the grant will continue but you can never be too sure. He asked Krahn to lobby hard to keep these funds coming to the counties.

Margowski commented on the types of veterans' claims they are working with. He is anticipating a large number of veterans from Operation Freedom to seek mental health services for post-traumatic stress disorder when they return. He plans on attending any veterans' services briefings in Wisconsin that are held when veterans return to the state.

The appropriations in the Veteran's Service Commission provide funding for all veterans and their families that are in need of assistance. This is the first time this program has been in the Veterans' Services budget. Previously the program was found in the HHS budget. The personnel costs in this program are for Veteran Service's Commissioners that spend time at meetings when Veteran Emergency Assistance requests are made. Margowski said the activity in this area is down but he doesn't know why. They have had three inquiries for indigent veterans burials. In two of the cases, the families decided to pay for the burials themselves instead of allowing the veteran to be titled "indigent." The other veteran was not found to be indigent.

**MOTION:** Griffin moved, Kramer second, to tentatively approve the Veterans' Services Department 2005 Operating budget. Motion carried: 6-0.

#### **Discuss and Consider the 2005 Operating Budget for the Senior Services Department**

**MOTION:** Wolff moved, Kramer second, to tentatively approve the 2005 Operating Budget for the Senior Services Department.

Bellovary said the mission of Senior Services is to affirm the dignity and value of older people through services, support opportunities, which promote choice, independence and community involvement. She covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and major departmental strategic achievements. The department's most important goal is to provide access to programs and services that meet the assessed needs of older adults and help them remain living safely in their home of choice. Total expenditures for the 2005 general fund are \$2,267,948 and total revenues are \$1,002,177 for a tax levy increase of \$47,419 or 3.9%. Bellovary reported that in the past year, they re-evaluated their staffing needs and, due to the results, staffing changes were made.

The Information and Assistance Division is the entry point for accessing services for older people, providing relevant information and assistance and filing reports of elder abuse and neglect. In 2005, they are projecting an average of 55 calls per day from people requesting information and assistance. For the entire year, they are anticipating 13,864 information and assistance telephone calls, which includes 10,493 calls on the Senior Line and 3,371 from other information and assistance calls. These calls are generally 25 to 30 minutes in length. The amount of General Government revenue available to partially offset program costs in 2005 results from additional title IIIE Caregiver Support funding of \$11,636 to \$57,434, offset by a decrease in allocated Older American Act Title IIIB Supportive Services funding of \$1,357 to \$51,742.

Stamsta asked that the performance measures for Information and Assistance be restated. The goal listed in the budget book is to increase community knowledge but the actual goals fail to increase from year-to-year. Bellovary said they would reword this performance measure to accurately reflect what they are measuring.

The Case Management Program provides needs assessments and case management through a combination of telephone assistance and home visits. In 2005, the program strives to stabilize and enhance independence in 95% of cases. Wolff asked why this performance measure is anticipated to decrease from 98.2% in 2004 to 95% in 2005? Bellovary said they reduced the goal to ensure they would reach it. Stamsta said he would like to see this performance measure goal to be a more accurate reflection of the work the department does.

In the Case Management Program, in addition to staff reallocations, which are based on staff time review, personnel costs reflect a projected decrease of 0.08 FTE or \$5,795 in overtime costs for this program area. Operating expenses include annual subscription fee of \$15,120 for Synergy software suite including SAMS (Social Assistance Management Software) case management software. This software acquisition will meet one of the department's strategic objectives by optimizing workflow, improving customer service and providing innovative and continuous quality improvement. With the number of caregivers and frail elderly steadily increasing, 2005 case management services are projected to increase by 5% above 2004 estimated levels. To comply with funding source definitions, less complex information and referral requests were designated as assistance rather than case management units of service.

Bellovary next reviewed the Benefit Specialist Program. The Benefit Specialist Program provides assistance to older adults in areas related to income maintenance, housing, surrogate decision making, consumer/financial issues, elder rights, legal and benefit problems, health care financing and reverse mortgage counseling. The department continues to provide benefit specialist services and assistance for the county's older adult population with one benefit specialist staff. Except for emergency crisis situations, the wait time for services is normally three to four weeks. No additional federal or state revenue is provided to fund this program. Tax levy increases slightly to cover the higher costs to maintain services at 2004 budget levels. General government revenues remain at \$50,745; \$33,400 is from the state's Benefits Specialist grant and \$17,307 is from the Older American Act Title IIIB grant.

Griffin asked for statistics on the number of reverse mortgages set up by the Benefit Specialist Program. Bellovary said they could collect these statistics and put them in their annual report. Krafcheck said they do put housing statistics into the year-end report but they do not specify how many reverse mortgages they help people secure.

The Community Services Program services include a wide range of short-term and long-term community and intervention programs for older people and their families. It also coordinates volunteer programs that provide opportunities for older adults to serve in the community. In 2005, the Community Services Program anticipates 1,310 volunteers working 39,438 hours through the Community Services Program. The value of the hours totals \$343,587 which is based on Waukesha County pay ranges for unclassified positions at \$6.95 per hour in 2005 and semi-skilled positions at \$9.02 per hour in 2005. They are anticipating servicing 741 people through purchased community services.

The Transportation Services Program contracts for accessible specialized transportation services for older people and individuals with disabilities. In 2005, the average cost per one-way trip, shared fare taxi program (one-day trip cost) is \$3.97, which is a decrease of \$0.08. The net average cost per one-way trip (after client fees are applied), RideLine program (one-way trip cost) is \$23.35, which is an increase of \$0.85. The total number of specialized transportation one-way trips is estimated to increase by 1,899 trips or 2.4% from the 2004 budgeted level. The majority of specialized transportation trips, 61%, are made in the Shared-Fare Taxi. An additional 906 one-way trips or 1.9% increase from 2004 estimate is projected for the Shared-Fare Taxi program due to increased taxi utilization outside the City of Waukesha service

area. The number of one-way RideLine trips in 2005 is expected to remain the same as estimated for 2004 based on three less service days because of holidays occurring on weekdays. A \$0.25 increase in the required passenger fare for each one-way trip for RideLine and Shared-Fare Taxi will further offset higher operating costs.

Adult Day care partially subsidizes services provided by contracted adult day centers. Coordinates with Adult Day Center Network to address service delivery needs, including needs related to Alzheimer's disease, dementia and other chronic disorders. Total expenditures for this program, \$76,257, are derived from tax levy. Adult day care is subsidized based on a participant's ability to pay. Decrease in operating expense is due to slightly fewer projected days of service in 2005 based on 2003 actual and 2004 estimated levels. Projected increases in contract rates will increase the average net cost per day of care for subsidized clients by \$0.60 or 2.1%.

The Administrative Services program is responsible for coordinating and providing efficient administrative/clerical support. Administrative staffing levels decrease 0.75 FTE from the 2004 budget. The decrease of \$28,900 in personnel costs is mostly due to a reallocation of personnel based on a staff time review. Higher operating costs are due primarily to reallocation of \$5,480 in printing and copy costs from Interdepartmental charges. The aging grant revenue of \$6,900 is reallocated to the Information and Assistance and Community Services program as a result of the personnel reallocation.

Bellovary then reviewed the Nutrition Fund including the fund purposes, financial summary, position summary, objectives and achievements. She began by going through the Home-Delivered Meals Program. This program provides meals to frail and homebound people age 60 and older who are unable to prepare their own meals. Further nutritional support is provided to high-risk recipients through nutrition education, including home visits and individualized nutritional counseling. Frequently, home-delivered meals are the last thing that will keep an older adult in their homes. Many times the driver is the only person the older person will see through the day. The total 2005 home delivered meals are expected to increase by 5,998 or 6.7% from 2004 budgeted meals. The committee discussed at length the possibility of providing frozen meals to seniors for all days of the week including weekends. One of the issues brought up is that the fewer times meals are delivered, less social interaction is available to seniors. The nutrition program will have two fewer services days per week in 2005 due to the closure of the Delafield Senior Dining Center. Those home delivered meals will be delivered from another site as frozen meals and will not reduce the total projected number of meals served. Based on actual increases experienced in 2004, the number of registered participants is expected to increase by 5.1% from the 2004 budgeted level.

The Congregate Nutrition Program provides a noon meal with socialization, education and information sessions at neighborhood senior dining centers for individuals eligible under the Older Americans Act and the Wisconsin Elderly Nutrition Program. The number of meals served in the 2005 congregate program is expected to decrease by 2.2% or 1,423 meals from the 2004 budgeted levels. Reduction in the number of meals is based on two less service days per week in 2005 due to the closure of the Senior Dining Center. The decrease in the number of projected 2005 participants is based on the closure of the Delafield site mentioned previously.

Motion carried: 6-0.

### **Overview of the 2005 Operating Budget for the Health & Human Services Department**

Schuler presented the Department of Health and Human Service budget introduction. Total expenditures for the 2005 HHS department budget are \$84,532,420 while revenues total \$65,927,596. The total tax

levy needed for the department in 2005 is \$18,604,824, which is an increase of 3.57% from the 2004 budget.

In 2005, Personnel costs for the department have increased 4.3% to \$17,740,231, operating expenses have increased 32.3% to \$20,487,779 and interdepartmental charges have decreased 3.2%. General government revenues have increased 31.8% totaling \$22,789,819 while fine/licenses have increased 6.7% to \$480,000. Charges for services, interdepartmental and other revenues have shown slight decreases totaling \$4,269,840.

Staffing has increased slightly from 270.68 FTEs in 2004 to 271.19 FTEs in 2005. This increase of 0.51 FTEs includes the addition of 0.08 FTE regular positions and 0.43 FTEs for extra help.

Schuler said they hit their 2005 targets. It is getting harder to hit the targets every year without running over things. The volume of tax levy was reduced from last year. The key to hitting their goal this year is using fund balance including \$200K in Long Term Care. Fund balance is important because it protects the county when there are unpredictable surges in HHS services and needs. A recurring issue the department faces is state cuts to funding without a decrease in mandated programs and community needs. To reach their goals, they limited their purchase of services contracts. When making cuts to services, they try to keep people from going to the deep end of services. They have found it is better to renegotiate current vendor contracts instead of seeking new vendors. Typically, when they seek new vendors, the costs are higher. They were able to negotiate the lease at the Workforce Development Center so that county staff could remain at the center. Norm Cummings worked with the WCTC foundation to negotiate this plan. Schuler sees this as a good thing. The department has seen large changes in workflow. Automation has brought additional work to the department's service providers because they are now required to enter the appropriate case data into computers. Support staff had been previously doing these tasks. Caseworkers do not see a reduction in their caseloads. Schuler hopes this will change in the future.

Human Services is also decreasing budgeted prescription drug expenditures of \$87,000 for psychotropic medications dispensed to individuals with mental illness who do not have the ability to pay which is the result of current effective drug cost containment methods such as fast track medical assistance/social security income application assistance and use of free samples.

The HHS Long-Term Care Division 2005 expenditure appropriations budget increase \$5.8 million. Much of the increase is associated with a \$3.7 million increase related to a state law change that requires counties to be responsible for clients that currently reside at an Intermediate Care Facility (ICFMR). This state program transfer is predicated upon reducing the total clients in ICFMR placements annually in order to pay for annual inflationary increases or increases associated with serving new clients. However, based on Waukesha County Demographics and past departmental focus on placements of individuals into the community, the department is uncertain if the level of attrition will be sufficient to cover costs of adding new ICFMR placements.

To deal with the fiscal pressures in mandated programs, the 2005 HHS budget includes reductions in certain non-core, non-mandated Human Services program areas. These reductions include decreasing a full-time social worker position to part-time resulting in about 1,000 less hours of intake and assessment services, which will decrease prevention and early intervention assessment activities during high referral periods. The estimated levy savings of \$32,500 is shifted to other human service mandated areas.

The Human Services – Long Term Care budget includes a \$10,000 or approximately 26% reduction in the ARCH contract for recreational/social program funding for clients with developmental disabilities. The

remaining \$2.1 million increase in Long-Term Care expenditures primarily relates to waiver funding of \$1.9 million and which provides for a net 13,000 increase in waiver funded days of care.

HHS reductions include elimination of a \$30,000 structured activities contract at the Juvenile Center for troubled-youth. Existing staff when possible will provide these contracted activities.

Schuler said they are trying to plan for the future in regards to a large number of upcoming retirements. Many divisions have staff experience years totaling 50 to 70 years but when they retire, the divisions may then have three to five years of experience amongst all the staff. He hopes they will be able to anticipate this turnover and train people to fill these spots as needed. Human Resources is aware of this issue and is helping the department. He said there are other county departments that may soon face this same issue.

### **Discuss and Consider 2005 Operating Budgets for the Following Divisions in the Health & Human Services Department:**

#### **Intake & Support Services**

Robertson said Intake and Shared Services serves as the primary initial contact point for non-clinical service referrals. Assessments provided in the areas of child and adult protection services, truancy and delinquency, physical custody requests, out of home placement, parent/teen family dysfunction and information/referral service. Short-term and supportive service includes Kinship Care assessment/funding, childcare certification, crisis respite child day care, home and financial management services and volunteer services. The Division's purchased services emphasize prevention and early intervention.

Expenditures for this division are \$3,470,152 which includes personnel costs totaling \$2,046,295, operating expenses of \$1,358,161 and \$65,696 for interdepartmental charges. Total revenues for this division are \$1,051,491 which includes \$1,049,491 from general government and \$2,000 from other revenue. The tax levy for this division is \$2,418,661.

Staffing in this division decreases 0.50 FTE for a Social Worker position. Robertson said there will be a reduction in staffing but not a reduction in workload. They hope to work smarter and more efficiently in order to take care of the workload as effectively. Currently, the average caseload per worker is ten to 15 cases. The staff reduction will result in workers carrying caseloads of 11 to 16 cases.

Operating expenses primarily reflect continued contracted services without increases for 20005 as well as a 1% reduction in general operating expenditures. Operating expenses includes a \$24,334 decrease in state funded Community Child Care Initiatives, a decrease of \$30,00 in Crisis Respite Child Day Care and an increase in federal funding of \$28,000 for Safe and Stable Family community initiatives as well as \$23,995 additional Kinship Care placement funding.

Robertson reviewed Division activities as found on page 154 of the budget book.

The Economic Services Administration and Support Program administers a variety of Economic Support (ES) programs including medical assistance, food stamps, child care, non-medical BASIC, a fraud elimination program, a regional economic support specialist trainer and low-income energy assistance program. Service is provided either directly or through purchase of service contract. Maintaining a Waukesha County food stamp error rate that is beneath the statewide error rate is of crucial importance. If over the state error rate, the potential fiscal sanction to Waukesha County would be a \$93 penalty for every \$1 error. Program performance measures are partially based on the FS error rate. Errors are figured

for both overages and under issuances of food stamps. To date, Waukesha County has never been sanctioned for errors.

Operating expenses include funding to remain at the Workforce Development Center (WDC). Total operating expenses decrease \$53,530 and include a reduction in WDC rent of \$91,300 and the removal of \$90,000 of expense associated with the move of Economic Support Services (ESS) staff from the WDC to the Human Services Center. Other revenue decreases reflects the removal of fund balance (\$100,400) to pay moving costs to relocate WDC staff back at the Human Services Center and final year lease payments, as well as an increase of \$15,000 in state recovery reimbursement, as well as \$22,100 of increased SSI Interim Assistance Agreement repayments.

Increases to personnel costs in Economic Services Administration and Support reflect general wage and health insurance increases for 39.19 FTEs and a decrease of 1.50 FTE associated with the transfer of 1.50 FTE to the Administrative Services program to consolidate administrative staff within administrative cost centers as required by state reporting. Total personnel costs for this program are \$2,134,669.

Robertson reviewed the Divisional objectives for 2005 as found on pages 147, 148 and 149 of the budget book.

**MOTION:** Jeskewitz moved, Kramer second, to tentatively approve the 2005 Operating Budget for the Intake and Support Services Division in the Department of Health and Human Services. Motion carried: 6-0.

### **Child & Family Services**

Mireles began his presentation by reviewing the Birth to Three Program. He read the program description, performance measures and department standards as found on page 158 of the budget book. There are no FTEs budgeted in this program because services are contracted to Lutheran Social Services. Total expenditures for this program are \$794,513, which is an increase of \$16,513 from the 2004 budget. Operating expenses reflect direct program costs for Lutheran Social Services. Total revenues for this program are \$619,189 for 2005, which is an increase of \$16,513 from the previous year. Increases in general government revenue are due to an increase in the Birth to Three allocations to Waukesha County. Tax levy for this program is \$175,324. They estimate 441 children to be enrolled in the program in 2005 as of December 1, which is a decrease of 50 children as compared to 2004. In 2005, they plan on serving 964 children during the course of the year.

Next, Mireles reviewed the Child and Family Services program budget. He reviewed the program description, performance measures, department standards, program highlights and activity as found in the 2005 budget book. 2005 personnel costs are \$984,335, which includes 15.18 FTEs. These costs reflect a 1.0 FTE Clerk Typist II position reassigned from Administrative/Information Services and deployment of one Human Services Support Specialists and two social workers from Permanency/Alternate Care as to better reflect staff work assignments. Personnel costs also reflect general wage and health insurance increases. General government revenue reflects increased SACWIS funding for portions of one Human Services Supervisor and one Clerk Typist II positions. This program will serve 165 families in 2005, which includes 45 new voluntary and 52 court action cases. With the implementation of SACWIS, staff and supervisors spend a larger percentage of work time entering, reviewing and/or approving each step of case activity into the computer as prescribed by the state. They are still in the early stages of implementation of the system so they are learning the best practices.

Mireles quickly reviewed the Permanency Services/Alternate Care program including the program description, performance measures, program highlights and activities as found on pages 161 and 162 of the budget book.

The Autism Waiver Services program was transitioned from the state's Medicaid Card Service to the Medicaid Home and Community Based Services Waiver services on January 1, 2004. Waukesha County assumed responsibility of administration of the program on the same date. The Alternate Care supervisor is managing the Autism Program and supervising three service coordinators contracted through Lutheran Social Services.

**MOTION:** Griffin moved, Kramer second, to tentatively approve the 2005 Operating Budget for Child and Family Services Division in the Department of Health and Human Services. Motion carried: 6-0.

### **Adolescent & Family Services**

**MOTION:** Kramer moved, Griffin second, to tentatively approve the 2005 Operating Budget for Adolescent and Family Services Division in the Department of Health and Human Services.

Voss reviewed the Adolescent and Family Services Division budget. He started by reviewing the Adolescent and Family Services Program as found on page 164 of the 2005 budget book including the program description, performance measures, program highlights and activity. In 2005, they anticipate serving 560 families, which is an increase of 30 families. The expenditures of this program are budgeted to increase by \$70,089 to \$1,588,297 while general government revenues will remain at the same rate, \$646,684, they have been at since 2003. The tax levy is \$941,613. The expenses for this program are dependent upon the amount of adolescents placed in locked facilities such as Ethan Allen and Northern Hills.

Personnel costs in this program area increase reflecting the cost to continue existing positions. Operating expenses increase due to a small cost to continue contract increases for the Community Day Treatment Program which serves children at highest risk for out-of-home placement in long-term hospital or residential care settings.

Voss reviewed the 2005 budget for the Juvenile Court Services Program by reading through the program description, performance measures, program highlights, activities and budget numbers. Personnel costs total \$1,320,141, which reflects the cost to continue the existing 19.51 FTEs. Both expenditures and revenues for this program are budgeted to decrease in 2005. Total expenditures were reduced \$45,782 to \$2,775,190 while total revenues were reduced \$250,134 to \$2,671,776. The total tax levy for this program is \$103,414, which is an increase of \$204,352 from the 2004 budget. In 2005, they will serve 500 juveniles with an average daily population of juveniles in state correctional institutions of 6.9. This is an increase of 2.5 juveniles per day from 2004. State charges for correctional institutional placement are budgeted at \$473,297 in 2005, which is an increase of \$195,901.

The committee discussed at length how youth aids are allocated, risks associated with youth aids and how quickly the budget numbers in this area can change.

General government revenue decreases owing to an anticipated reduction in youth aids allocation in the amount of \$24,258, along with an anticipated increase in court ordered juvenile correctional placements and the required commitment of youth aids funding to cover the costs of those placements. Reductions in the Juvenile Accountability Block Grant in the amount of \$17,877 and the Community Intervention Program Grant in the amount of \$18,794 also contribute to this reduction in revenue.



Voss reviewed the Juvenile Center Program budget including the staffing, program description, performance measures, program highlights, activities and budget numbers. In 2005, it is anticipated that there will be 3,000 childcare days in shelter care, which is a reduction of 935 days from 2004. In 2005, it is anticipated that there will be 2,520 childcare days in secure detention, which is a reduction of 296 days compared to the 2004 budget. They have seen a gradual reduction in placements at the centers during the last four to five years. The department anticipates having 30 childcare days from other county placements, which is a reduction of 20 days. This number continues to decrease as other counties continue to build juvenile centers. Because of the anticipated lower census in the Juvenile Center, operating expenses decrease owing to the reduction of food service costs. General government revenue also decreases owing to a reduction in federal reimbursement for meal expenses. Meal reimbursement corresponds to the level of food service costs, which are tied to lower childcare days and average daily populations.

Motion carried: 6-0.

### **Administrative Services**

Kutz presented the Administrative Services Division 2005 budget. Administrative Services provides the overall direction of the department along with being responsible for coordinating and providing operational, fiscal and management information systems support. The major state funding source for Fund 150, the Basic County Allocation (BCA), is accounted for in this program area. Within the guidelines of the State of Wisconsin Allowable Cost Policy Manual, the BCA can be used to fund a broad range of services, as it is not earmarked for any single purpose or program. This is kept as a cost center to better manage administrative costs and budgets. This budget appears as if we are making a profit but actually these funds go to cover costs throughout the entire department.

The increase in operating expenses is mainly related to a \$50,000 charge from the State of Wisconsin for the maintenance of the WiSACWIS system, \$49,000 license/maintenance costs for the new billing system, offset by a reduction in maintenance of \$6,666 on the old system, and programming/analyst consultation decrease of \$10,000.

**MOTION:** Kallin moved, Kramer second, to tentatively approve the 2005 Operating Budget for Administrative Services Division in the Department of Health and Human Services. Motion carried: 6-0.

### **Motion to Adjourn**

**MOTION:** Kallin moved, Griffin second, to adjourn the meeting at 4:30 p.m. Motion carried: 6-0.

Respectfully submitted,

Andrew J. Kallin  
Secretary